



**FOURTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Accountant Assistant

Posting #: 14-20-04-ACCT

Closing Date: Until Filled

Location: Houston, Texas

Salary Range: Depending on experience

Start Date: As soon as available

GENERAL JOB DESCRIPTION:

Performs a variety of entry level accounting work and human resources administrative and technical assistance work for both the First and Fourteenth Courts of Appeals. Work involves assisting with the preparation of financial statements, records and reports; recording and reporting of financial transactions; help maintain and reconcile ledgers and accounts; examines accounting transactions to ensure accuracy; corrects financial records and reports as necessary; and makes appropriate entries into the Uniform Statewide Accounting System (USAS), CAPPS system, and the Harris County accounting and payroll systems (STARS). Assist with human resources, purchasing, and property management in a fast-paced environment as needed. Provides general assistance and support in financial services. Files documents and maintains files and records. Performs related work as assigned. Works under the direct supervision of the Director of Financial Services with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Maintain accounting and personnel files and records.
- Assist with benefits administration as needed.
- Help prepare and maintain a current analysis of expenditures.
- Assist with numerous State reports on a timely basis for budget, leave management, travel and benefits.
- Processes purchase vouchers, payments, and reimbursements.
- Maintains retention files for all staff services functions.
- Receives cash, prepares deposit slips, and maintains cash control records.
- Sets up and maintains accounting controls and records, and maintains accounting files and reports.
- Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.
- May conduct an annual inventory of equipment and property.
- May check and audit timekeeping records for compliance with established standards.
- May prepare periodic analyses of fund balances and expenditures.
- May prepare special reports on payroll, estimates, cost data, and budget items.

MINIMUM QUALIFICATIONS:

Applicants must have the following qualifications:

- A basic knowledge of accounting procedures with at least 2 years of similar experience.
- Ability to maintain confidential and sensitive information and to communicate effectively.
- Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.
- Proficient in the use of personal computers, Excel, MS Word and MS Outlook
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision
- Must be able to communicate effectively with all court staff and the public in a friendly and professional manner at all times
- Must be able to travel to Austin, Texas for training and to attend meetings whenever necessary (Note: Travel involved is only a minimal amount of time away from the office)



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PREFERRED QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, business management, or a related field.
- Prior experience with the USAS & CAPPs, and Oracle/PeopleSoft Enterprise software systems is strongly preferred
- A working knowledge of accounting procedures with at least 4 years of experience.
- Experience with similar staff services functions in State government
- Highly proficient in use of computers and desktop software applications
- Experience working as a team member and working with moderate supervision.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 36, 89, 70, 34, 88, 65, 36B, 36A, 89A, 70C, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6F0X1, 6F, 65WX, 65AX, 65FX or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

E-VERIFY:

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

APPLICATION PROCEDURES:

Submit a **single** complete electronic application consisting of the following in **pdf format**:

1. resume or curriculum vitae;
2. electronically-signed **State of Texas Job Application** for employment
(www.twc.state.tx.us/jobs/gvjb/stateapp.doc)
3. three references familiar with the applicant's work product and work habits; and
4. cover letter.

Email completed applications to 14thHR@txcourts.gov. You may also email any questions to 14thHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The Fourteenth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or in the provision of services. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.